

## **DIRECTOR OF INTERNAL AFFAIRS**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the primary duty of which is the management of administrative investigations in the fire department. Work performed by the employee in this class is of a highly sensitive and confidential nature. The Director of Internal Affairs directs the activities of internal affairs division, directs the work of subordinates who assist in investigations, in addition to personally conducting investigations, keeps required records of administrative investigations, and assist in the development of departmental policies. The employee of this class works with a high level of independence, reporting to and having work reviewed directly by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the internal affairs division by setting goals and objectives for the division. Writes policies and procedures for the internal affairs division. Assist in the development of policies and procedures for all fire department personnel to verify compliance with civil service laws, state, and federal laws. Meets with fire department division chiefs to review existing policies for accuracy, to determine needed revisions, and to advise on any changes in the laws.

Conducts administrative investigations into alleged violations of departmental policies or civil service laws of fire department personnel upon request of the Fire Chief or complaints from the public. Gathers information to determine if investigation is warranted. Interviews complainant and accused fire department member to obtain facts concerning complaint and responses to accusations. Records interview using recording device and completes records and reports for review by the Fire Chief and disciplinary review board including findings of fact and conclusion reports. Attends civil service board hearings and testifies as required. Testifies in court when required.

Studies civil service laws, fire employees' bill of rights, and other fire related state and federal laws to keep current with changes. Attends training and classes on internal affairs administrative investigations, interview techniques, and interrogations as needed or required.

Supervises the preparation and maintenance of records and reports needed to document the activity of the internal affairs division including all records on investigations. Personally completes any forms and records assigned.

Develops and maintains the Bossier City Fire Department Awards Program. Recommends policies and procedures, develops nomination forms, and designs award ribbons and certificates for the awards program. Investigates, upon request by the Fire Chief, all award nomination request and determines if an award is warranted and what award will be issued. Interviews nominee and others to gather information on the meritorious and heroic acts. Submits award report to Fire Chief for his approval.

Acts as the liaison for the fire department employees and the Employee Assistance Program. Holds private sessions with fire department employees and determines if assistance is needed from the Employee Assistance Program.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and state and local agencies. Provides assistance to other public safety agencies during emergencies in order to share information and data. Answers telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the

issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have not less than two (2) years experience in full time fire service positions. Fire service experience must include full time experience with a paid fire department, the primary duties and responsibilities of which must have included direct supervision of fire department personnel.